

# LA-UR-22-21322

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**Title:** Escort Checklist

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**Intended for:** Checklist for escorts for training

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### Escort Checklist

Action Item	Complete (Yes/No)
In person HE area briefing <ul style="list-style-type: none"> <li>▪ WFO HE Area Escorted Visitor Briefing Handout LA-UR-21-29115</li> </ul>	
Verbal confirmation of meeting point <ul style="list-style-type: none"> <li>▪ Meeting point will be outside the administrative barrier on Frijoles Mesa Rd. in front of TA-49 Building 115</li> </ul>	
Account for all visitors prior to entry <ul style="list-style-type: none"> <li>▪ If a visitor is unaccounted for, attempt to make contact</li> <li>▪ If contact cannot be made, man the gate until the visitor is accounted for</li> </ul>	
Obtain on-site briefing from ACO prior to entry	
Notify ACO of roster upon entry and exit	
Stay with escortees at all times	